

## **Temiskaming Shores Public Library Board**

### Meeting Minutes

Wednesday, February 20, 2019

7:00 p.m. at the Haileybury Branch

#### **1. Call to Order**

Meeting called to order by Board Chair Donald Bisson at 7:00 p.m.

#### **2. Roll Call**

Present: Donald Bisson, Danny Whalen, Jeff Laferriere, Brenda Morissette, Claire Hendrikx, Jessica Cooper, Brigid Wilkinson, and CEO/Head Librarian Rebecca Hunt.

Regrets: Anna Turner, Jamie Lindsay

Members of the Public: 0

#### **3. Adoption of the Agenda**

**Moved by:** Jeff Laferriere

**Seconded by:** Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board accepts the agenda as amended.

**Carried.**

**Addition:** New Business b. Report LIB-002-2019 TTF Grant Application

**4. Adoption of the Minutes**

**Moved by:** Claire Hendrikx

**Seconded by:** Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, January 23, 2019, as amended.

**Carried.**

**5. Business arising from Minutes**

- a. Donald Bisson inquired about the website transition. The CEO updated the Board.

**6. Correspondence:**

- a. None.

**7. Secretary–Treasurer’s Report**

Report and monthly financial statement included in the trustees’ information packet

**Library CEO’s Report**

**February 14, 2019**

**Buildings and Equipment:**

**Fire safety checks** were conducted in the library buildings.

**Business:**

**Bridge program to assess technology in the library:** They have made some changes to the Bridge program so that they will not be collecting data beyond September for this phase of the program. They have also indicated that we must implement the program in

the first quarter of 2019 in order to stay in the program. I have finished uploading all of the data into the toolkit for our technology programming and internet connection and we have posted the survey on the Facebook page. We will also start conducting the survey with gadget helper attendees and people we see accessing technology services such as wifi in the library, and I will ask to have the survey implemented with the Digital Creator patrons as well. So far we have had 7 responses to the survey and we need a minimum of 20 to stay in the program. I am fairly confident we can meet that goal through the gadget helper program. Because we are one of only two Northern Ontario libraries who have committed to the program I believe it is important that we try to implement the toolkit and stay in the program, however when we were asked to participate I did not understand how lengthy the survey was. I do feel that the length of the survey may be a barrier to those filling it out.

**Conseil des arts Temiskaming Arts Council (CATAC):** CATAC received funding to help with a Strategic Planning process. We will be discussing the process at the next meeting on February 19, 2019.

**E-resources:** I am working on getting links to the new e-resources up on the website. Because usage of the Gale products was low the past few years I decided to drop those subscriptions and try out some of the EBSCO products. I subscribed to AutoMate (car repair), Hobbies and Crafts reference centre, and three research databases: Canadian Reference Centre, MasterFile Premier (periodicals) and Primary Search for elementary students. I am working with their IT support team to get direct links for the databases and will put them on the website when I receive them.

**Federation of Ontario Public Libraries board:** I attended the meeting at the OLA conference in Toronto on January 31 in person. The next meeting will be on Friday, March 22. I plan on attending via teleconference.

**OLA Conference:** Thank you for the opportunity to attend OLA. The sessions were informative and thought provoking, as always. Our library did not win the Ministry's award but the award went to a deserving project by Arnprior Public Library in which they used music to help dementia patients. The presentation on the Valuing Northern Libraries project went very well and generated quite a bit of interest.

**Website:** The move to the new server with GoDaddy/Wordpress will be completed by February 20, 2019. I have already made the change to our web address, so users should be seeing the new website when they access [www.temisklibrary.com](http://www.temisklibrary.com). We still have some work to do on the site and OLS North has not yet given us editing rights so things may look a bit choppy for a bit. It is really time consuming to send OLS North changes to the website because it usually requires many follow up sessions with the IT Support staff at OLS North to get the changes and additions to look the way we want. Because of this, the information may be a bit outdated on the website until we get editing rights, which I am pushing.

**Programming:**

**Visits to the Extencicare, Lodge and Manor nursing homes to exchange books**

Ongoing on Fridays and Saturdays by staff members and volunteers.

**Life Skills visits at the New Liskeard Branch**

The Life Skills group visits have started up again this winter.

**Outreach to class at NLPS**

A staff member provides a program to a class at NLPS every second Wednesday upon their request.

**Gadget Helper at both branches of the library**

The Gadget Helper program started up again in January.

**Digital Creator**

Programs are on Saturdays for teens and tweens.

**Curl up with a Good Book and the TSPL 2019 Reading Challenge**

Both of these programs started in early January

**Family Storytime Fun at the New Liskeard Branch**

Every second Saturday starting Saturday, January 12 at the New Liskeard Branch.

Families will enjoy a story, board games and playtime for the entire family at the library.

**Blind Date with a Book**

This annual program runs through the month of February.

**Finances and Statistics**

The Board reviewed the financial and statistical reports as provided by the CEO.

**Motion #2019-05**

**Moved by:** Danny Whalen

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the February Secretary-Treasurer's report, Workplace Inspection report and Financial report.

**Carried.**

## 8. Committee Reports

- a. **Finance and Property Committee:** Minutes of the January 25, 2019 meeting.
- b. **Planning, Personnel, Policy and Publicity Committee.** Nothing to report.
- c. **Library Services Committee.** Meeting scheduled for Friday, March 1 at noon at the New Liskeard Branch Library.
- d. **Strategic Planning Committee:** Meeting to be scheduled

## 9. New Business

- a. **Review Draft 2 of the 2019 Budget.** The Board reviewed the 2019 Budget.
- b. **Report LIB-002: TTF Grant Application.** Claire Hendrikx declared conflict and removed herself from the discussion. The Board reviewed the report.

### Motion #2019-06

**Moved by:** Brigid Wilkinson

**Seconded by:** Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board applies to The Temiskaming Foundation's Community Grants Fund program to be used to purchase a 3-D printer to be located in the Digital Creator room at the New Liskeard branch of the library.

**Carried.**

## **10. Plan, Policy review and By-law review**

### **a. Review Policy**

#### **i. Intellectual Freedom Policy.**

#### **Motion #2019-07**

**Moved by:** Claire Hendrikx

**Seconded by:** Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Intellectual Freedom policy as reviewed by the Board.

**Carried.**

## **11. Adjournment**

Adjournment by Jeff Laferriere at 7:55 p.m.

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Chair – Donald Bisson